

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Crime Analyst	<u>Revision Date:</u>	11/05
			<u>EEO Function:</u>	Police Protection
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30420

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Administrative Sergeant, performs statistical and investigative analysis of crime, prepares related reports and presentations, works to increase the apprehension of suspects and the clearance of cases, assists in the planning and deployment of department resources for prevention and suppression of criminal activity, provides crime-related information to the department, other city offices, and the public, and performs other related duties as required.

III. Essential Duties:

- Performs daily review of all incident reports, field interviews, and investigative supplements to assess and determine the presence of any criminal patterns or trends, identify suspects in unsolved crimes, identify suspects or addresses that are reoccurring problems, and then communicate that information to the patrol and investigative divisions.
- Performs statistical, investigative, and tactical analysis of crime trends in the city.
- Creates and publishes reports for tactical, strategic, and administrative analysis.
- Builds and maintains crime trend and analysis databases utilizing a number of software programs (Spillman, Microsoft Access, Microsoft Excel, etc.) and technologies (SQL, ODBC, etc) and facilitates the exchange of database information with crime mapping and other related analytical software packages.
- Creates timelines, flow charts, and link analysis to assist in solving investigations or to assist in analyzing intelligence information.
- Develops and maintains a strong working relationship with department officers, department support personnel, and department supervisory staff
- Coordinates with outside law enforcement agencies to facilitate the exchange of crime trend information and to identify and solve cross-jurisdictional crimes.

IV. Marginal Duties:

- Perform other duties as assigned

V. Qualifications:

**Education:** Associate degree from an accredited college or university in criminology, statistics, computer science, information systems, social or behavioral sciences, or related field or equivalent work experience .

**Experience:** Two years law enforcement related, research related, or analysis related work experience or equivalent education (courses such as criminal justice, criminology, research methods, statistics, sociology, etc.). Previous crime analysis work experience with a law enforcement agency preferred.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of :** Ability to use word processing, spreadsheet, database, records management, geographic information systems, graphical presentation, internet, email, and other related software packages. (Programs such as Spillman, Microsoft Word, Excel, Access, PowerPoint, ArcView, etc.) Ability to conduct tactical, strategic and statistical analysis; analyze information to determine patterns and trends. Knowledge of or ability to learn database creation and maintenance as well as structured query language (SQL) and open database connectivity (ODBC). Knowledge of or ability to learn geographic information systems software and mapping technologies. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with all internal and external personnel and citizens

**Responsibility for:** Great responsibility for the care, condition, and use of materials, equipment, money, and tools.

**Communication Skills:** Ability to communicate clearly and effectively both orally and in writing; effectively persuade and inform others regarding city operations, policies and needs; judgement requiring tact and assertiveness when working with the public.

**Tool, Machine, Equipment Operation:** Regular use of a computer, copy machine, and fax machine.

**Analytical Ability:** Performs multiple tasks in an office setting; tasks require presentation and interpretation of statistical information in the form of oral and written reports. Regular and frequent outside contact with persons of high rank, requires tact and judgement to deal with and influence people. Requires well developed sense of strategy and timing.

VI. Working Conditions

Generally comfortable working conditions; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and other human contact; great mental effort is required daily; work assignments are broad and performed with minimal supervision

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_